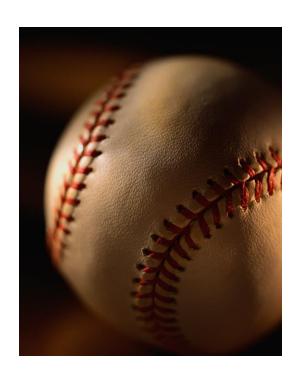
# ADULT SOFTBALL LEAGUE HANDBOOK



## **Preface**

This handbook is designed to acquaint softball managers, players, spectators and sponsors with league rules and conditions of play set forth by the City of Moorpark, Recreation Division, for softball leagues run by the Division.

We strive to provide an opportunity for adults to take part in an organized and enjoyable athletic program, offering participants personal enjoyment and physical development.

It is imperative that all participants become familiar with the information contained in this handbook. Ignorance of rules and regulations is not cause for reduction of penalties.

Please remember that sportsmanship rates first in our leagues; without it, the quality of the sport is lost.

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### ADULT SOFTBALL LEAGUE RULES AND CONDITIONS OF PLAY

The current Southern California Municipal Athletic Federation (S.C.M.A.F.) Rule Book will govern all play, with certain exceptions that apply to the City of Moorpark Parks, Recreation, & Community Services Department, as noted in this handbook.

### **Section I: Registration**

- A. Registrations must be received during the registration period, and are taken on a first-come, first-served basis. Full payment is due at time of registration. Managers must submit the completed registration form prior to the registration deadline.
- B. All team names must be approved by league director before the start of the season. No profanity, sexual connotations, or alcohol/drugs will be allowed in team names.
- C. Requests for refunds must be received prior to the posting of the game schedule or five business days before the first scheduled game, whichever occurs first. No refunds or credits can be issued after this time.
- D. Forfeit forms and/or fees must be turned in at the time of registration if have not already done so for a previous season. The forfeit form/fees are effective from the summer season through the spring season of the following year. When summer registration opens all teams are required to turn in a new forfeit forms/fees.
- E. Upon filing and acceptance of the roster, each manager agrees that he/she has read all of the rules and regulations, and further agrees that he/she will conduct himself/herself and control his/her team in accordance with all policies, rules and regulations. The manager shall report all players' change of address to the league director.

### Section II: Eligibility

- A. Players must be 18 years of age or older by the first scheduled game to participate in adult sports leagues.
- B. To be eligible, each player must legibly complete and sign the official roster for his or her team prior to the first game. Players must provide their own signatures on the roster. If information is illegible and/or missing a player will not be placed on the official roster and thus deemed ineligible. At no time shall a manager or other person sign a roster/waiver for another person. Managers are responsible for all information submitted to the City.
- C. Officials and city staff have the authority to request photo ID from any player at any time. Players must have a current photo ID and be able to present it immediately upon request. Individuals unable to provide identification will not be permitted to play.

- D. Managers MUST submit line ups prior to each game. If a person plays under another person's name, all games in which that person played will be forfeited.
- E. Players, whose names do not appear on the official team roster, are considered ineligible. Lineups and rosters are checked periodically throughout the season. Games played with ineligible players will be forfeited.
- F. A player may play on more than one team in the league provided he/she plays on only one team each division. Any team whose player(s) found in violation of this rule will forfeit all games won in which the player(s) participated. If a player is playing for two teams that are both eligible for playoffs, he/she can play on both teams up to the point they meet in the playoffs. At that juncture he/she must choose one team and must move forward with that team, no matter the outcome of the game.
- G. If a player's name appears on more than one roster in a given league, they shall be committed to the first team for which they play a league game. If an individual signs the roster for more than one team in any given division, the second team they play for may forfeit all games in which said player participates.
- H. High school students currently engaged in interscholastic and/or community athletic association competitions are ineligible to play on any basketball team. However, they may be placed on the roster providing they do not play until interscholastic competition has concluded. It is the manager's responsibility to notify the League Director when they sign up students who are temporarily ineligible to play.
- I. Active professional basketball and in season college players are ineligible to play in any City of Moorpark basketball league.
- J. ADD/DELETE FORMS: Managers may add or delete players to their rosters until the third week of play using the add/delete form provided by the City of Moorpark. All add/delete forms must be turned into the City of Moorpark at least 1 business day prior to a team's next game. After the third week, players may only be added to teams under the following conditions:
  - 1. A player may be added to replace an injured or ill player. The injured or ill player must provide written notice from his/her physician stating that he/she may not participate in the league due to the injury or illness. The replaced player may not return for the remainder of the season, including playoff and championship games. The player replacing an injured or ill player will be eligible for the playoffs as long as they or the player which they are taking the place of have participated in one quarter (1/4) of the league games.
  - 2. A player may be added to replace a player who has: a) had a change of a work schedule that prohibits them from participating in the league, b) is transferred to another geographical area, or c) has experienced a personal tragedy, such as a death in the family. The player being replaced may not return for the remainder of the season, including playoff and championship games. The player replacing a player due to any of the reasons outlined above will be eligible for the playoffs as

long as they or the player which they are taking the place of have participated in one quarter (1/4) of the league games.

K. Players must participate in one-quarter (1/4) of league games to be eligible to play in playoff games.

A player who has been formally suspended by another city, county, district, or agency for discipline problems in leagues outside the City shall not participate in a City of Moorpark league or tournament as long as said suspension is in effect

### **Section III. Forfeits**

- A. Officials Fees: A team who forfeits is responsible for payment of all officials' fees for the forfeited game. The team will have one week to pay the officials fees. If fees remain unpaid after one week, the fees will be deducted from the team's forfeit deposit or charged to the credit card listed on the forfeit fee form. If a team exceeds the amount needed in their forfeit deposit, or if a credit card charge is denied or reversed, the team will be expelled from the league. The team and all players will be barred from further participation in City programs until all fees are paid.
- B. Game Schedules: All games must be played as scheduled. A team may avoid being charged the officials fees for a forfeit if the team manager notifies the League Director they will not be able to play the game at least 1 business days in advance. At the League Director's sole discretion, the game will either be ruled a forfeit, or rescheduled (with the agreement of the other team).
- C. Automatic Forfeits: Any team found to be playing suspended or ineligible player shall forfeit all games in which said player participated.
- D. Practice Games: Following a declared forfeit, the teams may play a practice game if they wish. Practice games must conclude at least 20 minutes before the scheduled starting time for the next game. The assigned official will not officiate the practice game.

### **Section IV. Protests**

- A. Protests shall not be received or considered if they are based on a complaint involving the accuracy of the official's judgment.
- B. Notification of intent to protest the interpretation of a rule by the official must be made with the official and City staff immediately after the incident/call took place, or the protest will not be received.
- C. Protests involving the eligibility of a player: once a formal protest has been made by a manager against a player, the player in question will be required to complete and sign the official protest form as their name appears on the team roster, and print their address and telephone number. The player in question must show a valid form of

identification, such as a driver's license, to the official. It is the manager's responsibility to assist with this process. Protests involving eligibility of a player may be lodged at any time up to the last out of the last five (5) minutes of the game. For play-off games, protests must be lodge PRIOR to the start of the game. No protest involving eligibility will be received after the game has concluded. Any player whose name and signature are not shown on that team's official league roster will be considered an ineligible player; a forfeit may be declared against the offending team. If a team is found to be using an ineligible player during the playoffs all games which the ineligible player participated will be considered a forfeit. The league director will have the discretion of how the playoffs will be concluded.

- D. Use of protest to delay or hasten the game may result in forfeiture. (S.C.M.A.F. Rules, Section II.)
- E. All protests must be received, in writing, on an official protest form, by 6:00 p.m. the following business day at the Arroyo Vista Recreation Center, 4550 Tierra Rejada Road in Moorpark.
  - 1. All protests must be accompanied with a \$20 protest fee which is returned if the protest is granted; retained if invalid.
  - 2. Protests filed late and/or without the protest fee shall not be accepted.
- F. When a protest is accepted, the protested game may be concluded or replayed at the discretion of the League Director. The decision will be made within 7 business days.
- G. The final score, as approved by the official at the end of the game, is official. Protests about the accuracy of the final score shall not be considered.
- H. Procedure regarding alleged discrepancy in official score keeping during the game: The official suspends play until he or she rules on the official score.
- I. If after a receiving an unfavorable decision from the League Director as to their protest, a team may elect to have the decision reviewed by the following (in order):
  - 1. Recreation Superintendent, and if upheld,
  - 2. Parks and Recreation Director

The decision of the Assistant City Manager shall be final and binding. No further review of the protest will be allowed.

- J. If after a receiving an unfavorable decision from the League Director as to their protest, a team may elect to have the decision reviewed by the following (in order):
  - 1. Recreation Superintendent, and if upheld,
  - 2. Parks and Recreation Director

The decision of the Assistant City Manager shall be final and binding. No further review of the protest will be allowed.

### **Section V: Code of Conduct**

In order to provide a fun, family friendly atmosphere of fun and sportsmanship, certain regulations are necessary and must cover all who are connected with the program. Violations of these simple acts of good sportsmanship and common courtesy will not be permitted.

Officials reserve the right to immediately eject any player from a game for any violation of the following. Additionally, at League Director's sole discretion, players may receive a minimum of a one game suspension, and up to a 5 year suspension, depending upon the nature and severity of the incident. League Director's decision is final; no appeals of decisions shall be considered.

### NO PLAYER OR SPECTATOR SHALL:

- A. Intimidating or aggressive action towards an official, spectator or other player will not be allowed.
  - a. PENALTY: Two (2) game suspension and up to a one (1) year suspension and/or probation of one (1) year
- B. Physical attack on an official, spectator or other player will not be allowed.
  - a. PENALTY: Three (3) game suspension and up to a five (5) year suspension and/or probation of one (1) year depending on severity of the infraction. After two (2) years the player or coach may appeal to the Recreation Coordinator.
- C. No profane, obscene, derogatory or racial remarks to an official, spectator or other player, or speak in such a manner as to cause a disturbance will be allowed.
  - a. PENALTY: Ejection from the game and/or two (2) games and up to one (1) year suspension, and/or one (1) year probation.
- D. Participants shall abide by the official's final decision. Managers have the opportunity to speak with the official, if they are not the ejected party.
  - a. PENALTY: One (1) game suspension to season suspension and/or one (1) year of probation.
- E. Consuming alcohol before participating or while participating in an athletic contest. Any Official on site, the League Director and/or the Score Keeper may eject any player from any game if the player is observed drinking or in possession of alcohol during or after the game. No player may appear on the court at any time under the influence of drugs or alcohol, or bring alcohol or drugs onto the park property, including parking lots.
  - a. PENALTY: Four (4) game suspension to season suspension and/or one (1) year of probation.
- F. Smoking anywhere in the building or park, including parking lots.
  - a. PENALTY: One (1) game suspension to season suspension and/or one (1) year of probation.

- G. Participants shall not use flagrant rough tactics in the play of the game against an opposing player.
  - a. PENALTY: Two (2) game suspension to season suspension and/or one (1) year of probation.
- H. There shall be no unnecessary throwing of equipment, or another other objects.
  - a. PENALTY: Ejection from the game and up to a season suspension and/or one (1) year of probation.
- I. There will be no cause for defacement or destruction to any public facility or equipment.
  - a. PENALTY: One (1) game suspension to one (1) year suspension and/or payment to replace damaged facility or equipment.
- J. There shall be no illegal player participants in any athletic contest. All players must be registered with the City of Moorpark and assigned to a particular team to be eliqible to play.
  - a. PENALTY: Manager, Coach and/or player will be suspended for the season and/or probation for one (1) year. Any games that the illegal player participated in will be called a forfeit.

The term "player" as used in the Player's Code of Conduct applies to all team personnel such as manager, coaches, scorekeepers, sponsors, players, substitutes, fans, ect. The Player's Code of Conduct applies to everyone before, during and after any City of Moorpark Adult Basketball League game.

### **Section VI: Ejections**

- A. Any person ejected from a game is suspended from further participation in the City of Moorpark programs until the League Director determines disciplinary action (if any) based on the events surrounding the ejection.
- B. Any individual ejected from the game must leave the facility within 60 seconds or a forfeit will be declared. The official may also declare a forfeit if the individual fails to comply with league rules.
- C. .Any payer ejected from two games during the season shall be suspended for the remainder of the season and further suspensions may be assessed at the discretion of the league director.
- D. If a player continually gets suspended each season, but does not meet the two ejection minimum for a season long suspension the player's history and/or pattern of behavior may be taken into consideration when determining the length of a suspension.
- E. Officials may eject player(s) the instant profanity occurs without prior warning to the team or players

### Section VII: Manager's Responsibilities

- A. The manager is responsible for instructing his/her team members on the contents of the Basketball Manager's Handbook, N.F.S.H.A.H.S, and S.C.M.A.F. Basketball Rules, and City park rules.
- B. The manager is responsible for informing his/her players of game times and locations, including rescheduled/relocated games and play-off games.
- C. The manager is responsible for the conduct of his/her team before, during, and after games. He/she is further responsible for assisting game officials when necessary in controlling their players and spectators.
- D. The manager is responsible for notifying the League Director of address and telephone number changes of players.
- E. The manager is responsible for providing the official with his or her team lineup in writing 10 minutes before game time and keeping the official advised of changes as they occur. The manager is responsible to inform the official about all line up changes.
- F. The manager is responsible for ensuring only players, managers, coaches or bat persons are in the dugout, on the bench or on the playing field during the game.
- G. The manager assists game officials, when asked to do so, in the administration of all City of Moorpark and S.C.M.A.F. basketball rules.
- H. The assistant manager assumes all the manager's responsibilities in his/her absence.

### **Section VIII: The Game**

A. All regular season games will last a maximum of seven innings. No new inning may start after one (I) hour and 10 minutes of play, even if the score is tied.

A team must have a minimum of eight (8) players to officially begin a game. There will be a ten (10) minute grace period to allow for the minimum number of players to show up. After the grace period if the team still does not have the minimum number of players a forfeit will be called.

- B. Fifteen-run mercy rule after the fifth inning is not in effect.
- C. The home team is listed first on the schedule and will sit in the third base dugout.
- D. The "flip flop" rule will be put into effect when there is less than ten to fifteen minutes remaining in the game and the home team is down by twelve or more runs. In this instance the home team will bat again, thus having back to back at bats, and in turn become the visiting team. If the team which batted twice does not take the lead then the game is over. If the team which batted twice takes the lead the bottom half of

the inning will be played.

- E. At the conclusion of the game, it is the responsibility of the winning manager to confirm the final score recorded by the official on the lineup card and sign the bottom of the card. Both managers sign if it is a tie game.
- F. Due to City Ordinance, the lights at Peach Hill Park and Arroyo Vista Park must be turned off at 10:00 p.m. In the event that a game is not completed by the 10:00 p.m. the game will be completed at the teams next scheduled meeting *only* if the game has an impact on the final first, second, or third place league standings.
- G. Out of play balls shall be handled as follows:
  - 1. Both teams are responsible for seeing that foul balls are returned.
  - Home team retrieves balls hit down the right field line, and visiting teams return balls hit down the left field line. The team batting is responsible to return the balls.
- H. Pre-game warm ups:
  - 1. All participants are asked to use caution when throwing and/or hitting softballs to avoid injuring other park patrons. Warm-ups are prohibited near spectators.
  - 2. No pepper or hitting balls against the fence is allowed.
  - 3. No warm ups beyond the ball field foul lines.

### **Section IX: Tie Breaking Procedures**

- 1. Head to head record in games played between teams tied.
- 2. Run Differential in games played between teams tied, except for first place.
- 3. Win percentage amongst teams which are tied (tie games count as ½ a win), except for first place.
  - i. For example: Team A is 5-2-3 and Team B is 5-4-1. Team A's win percentage would be 65% (5 + 1.5 = 6.5/10). Team B's win percentage would be 55% (5 + .5 = 5.5/10). Thus team A would be a higher seed than team B.
- 4. A one (1) game playoff will be played to determine first place only.
- ★ If a winner if not determined via step #1 then will move forward with step #2 to determine a winner and so on and do forth.

### Section X: Postponed, Protested, or Suspended Game Procedures

- A. Postponed Games: Games not defined as regulation (see S.C.M.A.F. Rule 1, Sections 5 to 10) that are postponed by the League Director or called by the official, may be rescheduled on the first available date of the season; such games shall be replayed in their entirety.
- B. Protested Games: When a protest is upheld for misinterpretation of a playing rule, the game is replayed from the point at which the incorrect decision was made with the decision corrected. The lineup and batting order of both teams are exactly the same as the lineup and batting order at the moment of protest. A player who was not in the game prior to the protest may replace a player not able to attend the rescheduled game. No player removed prior to the protest may be returned to the lineup. All players listed on both teams' current league rosters are eligible to play for the scheduled replay subject to City of Moorpark and S.C.M.A.F. rules governing substitution.
- C. SPECIAL NOTE: On all postponed, protested, or suspended games, or tie breaking games the league reserves the right to reschedule only those games which effect trophy and/or playoff positions in the league standings. Games may be scheduled on different nights than which a team plays.

### **Section XI: Officials**

- A. It is the duty of the official to administer decisions of the game in accordance with the S.C.M.A.F. and league rules adopted.
- B. The official is responsible for keeping score as well as officiating.
- C. All league games are under the direction of the official. Only the team manager or assistant manger may discuss decisions with the official during the game.
- D. Official's Fees: Each team is required to pay a **\$15.00 cash** fee (exact change) to the official before the start of each game. Failure to pay official's fee may result in team forfeit at the official's discretion

### **Section XII: Equipment**

- A. Personal equipment (including bats, gloves, uniforms, etc) must be furnished by teams or participants and is subject to inspection by the official.
- B. Teams are requested to have uniforms consisting of at least jerseys or matching shirts. Clothing with inappropriate or obscene language or graphics is not permitted.

  Metal spikes/cleats are not permitted.
- C. Only safety glasses may be worn on the field.

- D. Shirts must be worn during all games.
- E. All visible jewelry is prohibited on the field of play. Any exposed jewelry, such as wrist watches, bracelets, earrings and neck chains may not be worn by any player to prevent potential injuries.

### F. BATS

- 1. All bats handles must be taped or have approved grips.
- 2. All bats must have a Bat Performance Factor (BPF) of 1.2 or less or exceed the 98 mph limit.
- 3. All bats must be ASA approved and have an ASA stamp on the barrel.
- 4. All bats banned on the ASA/SCMAF list may not be used.
- 5. The official will remove any bat during the game that does not meet the abovementioned requirements.
  - i. <u>Effect for 1<sup>st</sup> offense</u>: the penalty for use of an illegal bat is the batter is declared out, the ball is declared dead, runners return to the last base occupied, the bat is removed from the game and the manager is warned.
  - ii. <u>Effect for subsequent offenses:</u> If any batter enters the batter's box for the duration of the game with any illegal bat or is discovered using a non-approved, illegal, or altered bat, whether previously identified by the umpire during the game or not, the game will be determined a forfeit for the offending team.

In the event the player does not agree with the official's decision, the league director will make a determination for future games regarding the bat in question.

### **Section XIII: Field Conditions**

Fields are closed in the event of rainy or wet conditions. Team managers may obtain field condition information by calling the field condition line at (805) 517-6300 and choosing extension 3, option 3 between 3:00 and 6:00 p.m. No report will be available before 3:00 p.m. In the event of inclement weather, the fields will be closed.

The city does not contact managers with field conditions unless games will be canceled.

### **Section XIV: League Director**

- A. The Recreation Coordinator assigned to adult sports programs shall serve as the League Director. In the absence of the Recreation Coordinator, the Recreation Superintendent shall serve as the League Director.
- B. The League Director reserves the right to rule on any situation not specifically mentioned in the league rules.
- C. The League Director reserves the right to suspend an individual or team from league play whose conduct is detrimental to the safety and success of the program.

The League Director reserves the right to interpret league rules in a manner she or he deems fair and equitable in accordance with the goals and objectives of the City of Moorpark.

### **Section XV: Rules**

### **Batting:**

- A. A batter may not bunt or chop with a downward motion at the ball. It will be declared a dead ball and the batter will be called out.
- B. The batter will be declared out when after having two (2) strikes, he hits a second foul ball.
- C. If a pitcher desires to walk a batter intentionally, the pitcher shall notify the plate umpire, who shall award the batter first base. (Coed rule: See page 14, Coed Ed Teams Rule D).
- D. The batter shall start with a 1 ball and 1 strike count when he/she comes to bat.
- E. If the batter swings at the ball after it bounces on the ground, plate, or plate extension; the ball is dead and the batter is out.

### Pitching:

- A. The pitcher shall take a position with one or both feet in contact with but not off the side of the pitcher's plate. The ball must be delivered at a moderate speed with an underhand motion.
- B. A legally pitched ball must arc higher than a batter's head, yet not to exceed a height of more than 16 feet above the ground. First offense, the pitcher will receive a warning, On any subsequent offense the pitch will be called a ball.
- C. All leagues will use a home plate extension mat with dimensions of 3' x 2'. A pitched ball that hits any part of the home plate, including the back edge, or the extension mat is a strike.

- D. Pitchers shall not wear a sweatband, bracelet, or wristwatch on their forearm.
- E. Pitchers shall be allowed to have five warmup pitches in the first inning and each half inning thereafter they will be allowed three warm up pitches. When a pitcher relieves another, not more than one minute may be used to deliver not more than 5 warm up pitches. For excessive warm-up pitches, a pitcher shall be penalized by awarding a ball to the batter. A pitcher returning to pitch in the same half inning will not receive warm-up pitches.

### **Base Running:**

- A. Base distance is sixty (60) feet. If using a double first base bag, the batter-runner must touch the orange side and the defense uses the white portion when a play is being made at first. On hits to the outfield, the batter-runner may use either side of the base.
- B. Base runner must remain in contact with the base until the ball is pitched (i.e. ball leaves the pitchers hand). Runners leaving the base to soon shall be declared "out". The ball is dead and no pitch, ball or strike, will be called against the batter.
- C. As a base runner you are allowed but not required to slide. The base runner is however required to avoid contact with a defensive player. As base runner you have the right to a given base path. If a runner where to be hit with a ball on a throw, it would be at no fault of the baseman who threw the ball because they were trying to make a play at first base.
- D. A defensive player may not "block" a base in attempting to prevent a runner from getting to a particular base. The runner will be declared safe. An offensive runner may not "RUN- OVER", or "TAKE-OUT" a defensive player in order to knock the ball loose. Effect: the runner will be ejected from the game. The umpire's judgment shall be final and an "out" will be declared and the ball will be dead.
- E. When there is a play at home plate, the runner has the right of passage. If the catcher is standing on the plate and the runner slides into them it is deemed a legal play. If the catcher is not making a play they should not be standing on the plate.
- F. Courtesy runners must be of the same gender, so long as the runner is used only once per inning, even if the lineup bats trough the order.

### Additional Rules:

- A. Teams may provide a "courtesy" catcher if their opponent has only 8 players. The catcher does not make plays. Once a "courtesy" catcher is installed he/she must play the entire game until the team's 9<sup>th</sup> player arrives. The teams 9<sup>th</sup> player will take the "courtesy" catchers position in the batting order.
- B. Teams with players, not in the dugout, but on the field not including the batter's box, will be warned two (2) times by the umpire. The third infraction will result in the batter assuming a 1-2 count.

### **Coed Slow Pitch Rules**

- A. A team shall consist of ten (10) players. However, a game may be played without forfeit with eight (8) or nine (9) rostered players. A MINIMUM of four woman and four men must be in the game defensively when a team plays with eight (8) players. When nine (9) players are present, there may be no more than five (5) or less than four (4) of a individual sex on the field. With ten (10) players, a team may field five and five or six (6) females and four (4) males.
- B. B, Players MUST bat in alternating order by gender (woman, man, woman, man,ect). When the number of males and females differ, the manager may bat a set rotation. There is NO penalty for woman batting back to back in the lineup. Males may bat back to back with the penalty of receiving an automatic out prior to the second male at bat. If this is the third out the inning will be over and the second male will be the first batter the following inning. The manager must declare a batting order before the start of the game.
- C. If a female player is removed from the game due to injury confirmed only by the umpire, and no legal substitute is available, and a male batter is scheduled to bat prior to and following her position, an out will be recorded each time that position is scheduled to bat.
- D. A male batter who is walked on four consecutive balls with no strikes thrown during his time at bat shall be awarded second base. Base runners advance only if forced to vacate their base. The following female must bat. An intentional walk after one strike does not apply to this rule.
- E. In the coed league when a female is up to bat a minimum of three (3) outfielders must remain behind an outfield restriction line (160-foot arc from home plate) until the batter hits the ball. The rover position (outfielder playing inside the restriction line) can only be played by a female. If this rule is not followed, and one of the three outfielders is inside the restriction zone before the ball is hit 1) if the batter hits the ball and all runners have advanced one base safely there is no penalty 2) If the batter does not hit the ball or advance one (1) base safely, the batter and all runners will advance one (1) base.
- F. There are no restrictions on a player (man or woman) as to which defensive position he or she may play, except for the rover position (See

# Best of luck this season!